



## DEPARTMENT OF THE NAVY

NAVAL LEGAL SERVICE COMMAND  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 3000  
WASHINGTON DC 20374-5066

IN REPLY REFER TO

COMNAVLEGSVCCOMNOTE 1650

Code 004

22 Jan 03

### COMNAVLEGSVCCOM NOTICE 1650

From: Commander, Naval Legal Service Command

Subj: NAVAL LEGAL SERVICE COMMAND SAILOR OF THE YEAR COMPETITION

Encl: (1) Sample Format

1. Purpose. To announce the Naval Legal Service Command (NAVLEGSVCCOM) Sailor of the Year Competition and to provide eligibility criteria and nomination procedures.

2. Discussion. This competition is designed to recognize a deserving legalman for outstanding achievement, performance of duty, leadership, special accomplishments, and overall contributions to command efficiency, morale, and welfare. The selectee will then be forwarded as NAVLEGSVCCOM's nominee for the Chief of Naval Operations' Sailor of the Year competition. The NAVLEGSVCCOM Sailor of the Year competition will cover the preceding calendar year (1 January to 31 December 2002).

3. Eligibility. This competition is applicable to active-duty legalmen in pay grades E-6 and below assigned to NAVLEGSVCCOM.

4. Action. All nominating commands should ensure nominations are in the format specified in enclosure (1).

a. Commanding Officers of Naval Legal Service Offices, Trial Service Offices, and the Naval Justice School may submit one nomination representing the command, its detachments, and branch offices. The Chief Judge in each Judicial Circuit may submit one nomination for NAVLEGSVCCOM Legalmen assigned to the Judicial Circuit. Nominations shall be submitted to Commander, Naval Legal Service Command on or before 14 February 2003 to be considered.

b. Commands desiring to nominate an individual who was transferred from that command may do so, regardless of the type duty the candidate may be serving in at the time of nomination.

c. Initial Selection Process. The NAVLEGSVCCOM Sailor of the Year Board will convene the week of 17 February 2003. The board will review all nomination packages and select three finalists. Notification of those selected as finalists will be provided to the respective Commanding Officers or Command Master Chiefs. Publication of finalist names will be made via message or other appropriate means, and will follow Commanding Officer notification.

d. Final Selection Process. Finalists will report to the Office of the Judge Advocate General, Washington Navy Yard, DC, under Temporary Additional Duty (TAD) orders for the final selection process (interviews and other recognition events). This period of TAD will be from 10-14 March 2003 (10 and 13 March will be travel days). Logistics, funding, and other information concerning the TAD will be provided under separate correspondence following the announcement of the finalists.


e. The prescribed uniform will be Service Dress Blue.

f. The name of the individual selected as NAVLEGSVCCOM Sailor of the Year, will be announced by message or other appropriate means.

5. Awards. In addition to any command recognition which may be provided, the NAVLEGSVCCOM Sailor of the Year will also receive the following recognition:

- a. An award certificate and plaque;
- b. Appropriate service record entries;
- c. Appropriate news releases; and
- d. Other recognition as appropriate.

6. Coordination. The NAVLEGSVCCOM coordinator is LNCM(SW/AW) Renee S. Scheetz, OJAG (Code 004), 1322 Patterson Avenue, SE, Suite 3000, Washington Navy Yard, DC 20374-5066; (202) 685-5194; [Scheetzrs@jag.navy.mil](mailto:Scheetzrs@jag.navy.mil).

  
R. W. WEDAN, JR.  
By direction

Distribution:  
JAG List 40

22 Jan 03

**SAMPLE FORMAT**

From: (Nominee's Commanding Officer)

To: Commander, Naval Legal Service Command (Code 004)

Subj: NOMINATION FOR NAVAL LEGAL SERVICE COMMAND SAILOR OF THE  
YEAR

Ref: (a) COMNAVLEGSVCCOMNOTE 1650 of

Encl: (1) 5x7 color photograph (plain background, full length, full  
front view, in service dress blue uniform, uncovered)  
(2) Biography (narrative format)  
(3) Certified copies of enlisted evaluations for last 3 years  
(4) Other performance related documents to be considered

1. Per reference (a), \_\_\_\_\_ is  
nominated as the Naval Legal Service Command (NAVLEGSVCCOM) Sailor  
of the Year.

2. In addition to enclosures (1) through ( ), the following  
information is provided:

- a. Rate, full name, social security number:
- b. Date and place of birth:
- c. Date enlisted in the U.S. Navy:
- d. All advancement dates:
- e. Date converted to Legalman:
- f. Family member(s) (name, relationship, and age):
- g. Active duty assignments (inclusive dates):
- h. Current duty assignment, responsibilities, and PRD:
- i. EAOS:
- j. Awards/decorations authorized to wear (include month & year  
awarded):

Enclosure (1)

22 Jan 03

Subj: NOMINATION FOR NAVAL LEGAL SERVICE COMMAND SAILOR OF THE  
YEAR

k. Education:

(1) Civilian schooling:

(a) Graduated from high school on \_\_\_\_\_.

(b) Satisfactorily completed GED-High School Level  
on \_\_\_\_\_.

(c) Off-duty educational achievements attained  
while on active duty (include college and certificate programs,  
EEAP, and Navy-sponsored courses):

(2) Military schools (include course names, dates  
attended and class-standing in each course):

(3) Navy correspondence courses, dates completed, and  
grades (do not omit courses required for normal advancement):

1. Civilian arrest, detainment, confinement, or traffic  
convictions in the last 36 months (if none, so state):

m. Military disciplinary actions in the last 36 months (if  
none, so state):

n. Any previous nomination for NAVLEGSVCCOM Sailor of the Year  
(indicate year of nomination):

3. Nominator's statement in support of the nomination (not to  
exceed one typewritten page):

[Signature]